

SECRET

Executive Registry

DRAFT

DD/S&T 4651-66

POLICY GUIDE GOVERNING
PUBLIC APPEARANCES AND OPEN
PUBLICATION BY CIA EMPLOYEES

Given the wide range of Agency activities and the diversity of the cover situations among employees, as well as the many areas of their professional and private interests and the variety of public media in which employees might wish to appear, it is virtually impossible to set forth a simple and all-encompassing rule governing the public appearance and open publication of CIA employees. It is possible, however, to set down certain basic criteria against which each case may be evaluated with respect to the employee, the subject matter, and the procedural details. These criteria apply equally to staff employees, staff agents, assignees from other Government agencies, contract employees, contract agents and to any other individual with whom CIA has an employer-employee relationship.

THE AGENCY EMPLOYEE

1. The primary responsibility for adhering to the policy and principles herein set forth lies with the employee, who is in the best position to know his own cover status and the source and possible impact of his material.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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4. The overt Agency employee, with no history of cover, and for whom there is no likelihood of a cover requirement in the future, may be authorized to speak and write, provided such activity will not reflect adversely on the Agency and provided other provisions of this policy guide are satisfied. Within this context the employee is free to identify himself as a CIA employee. If the organization or group for which he is to write or speak does not require such identification (e.g., a book review, a song), their normal procedures should be followed.

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THE SUBJECT MATTER

For those Agency employees whose employment situation permits them to speak or write for publication, the following instructions apply to the material or information to be presented:

1. Policy. Publications or speeches on current intelligence or intelligence operations, current foreign policy issues or other controversial subjects which could be construed as a CIA position or opinion are prohibited.
2. Security. The material must be unclassified and drawn from unclassified sources available to other researchers not affiliated with CIA.
3. Equity. The preparation of the speech or article must be accomplished on the employee's own time and must not interfere with his normal duties.

PROCEDURES AND RESPONSIBILITIES

1. Requests to write or speak publicly will be submitted through the chain of command to the appropriate Deputy Director who will review the proposed publication for compliance with policy and recommend approval or disapproval as appropriate.
2. It will then be forwarded to the Director of Security as required by regulations.
3. The special Assistant to the Director is the final approving authority.

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4. In the event there is a conflict or lack of agreement among the Deputy Director concerned, the Director of Security or the Special Assistant to the Director, the case will be referred to a panel consisting of a representative from each Directorate and chaired by the Special Assistant to the Director. Those cases which are not resolved by the panel will be referred to the DDCI.

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| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | |
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| UNCLASSIFIED | | CONFIDENTIAL | SECRET |
| CENTRAL INTELLIGENCE AGENCY | | | Executive Registry |
| OFFICIAL ROUTING SLIP | | | 66-3992/2 |
| TO | NAME AND ADDRESS | DATE | INITIALS |
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| | ACTION | DIRECT REPLY | PREPARE REPLY |
| | APPROVAL | DISPATCH | RECOMMENDATION |
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| | CONCURRENCE | INFORMATION | SIGNATURE |
| Remarks: | | | |
| <p>1. My staff and the Offices of the DD/S&T have gone over your draft policy pertaining to writing and speaking before the public. I am attaching a revised draft for your consideration. It generally follows the lines which you set forth in your paper; however, several of the Offices felt that additional descriptive data and tightening up ought to be inserted in any document issued.</p> <p>2. One thing which came up which is not included in our revised draft is the problem of students in schools both full-time and part-time in the (OVER)</p> | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| NAME AND PHONE NO. | | DATE | |
| Carl E. Duckett / A/DD/S&T | | 9/23/64 | |

Washington area preparing term papers, theses, and otherwise discussing in class subjects which could be prohibited under paragraph one of the SUBJECT MATTER section of this policy statement. I am not suggesting we handle that in this paper; however, you should be aware that this is a possible area from which problems could arise.